

TOWN OF EAST WINDSOR
PARKS AND RECREATION COMMISSION

SPECIAL MEETING
August 24, 2009

Draft Document – Subject to Commission Approval

A Special Meeting was called to order by Chairman Hayes at 7:00 p.m. in the Parks and Recreation Office located at the East Windsor High School, 76 S. Main Street, East Windsor, CT.

PRESENT: Chairman Hayes, Commissioners Raber, Simpkins and Szymanski;
Park Director Green and Mary Lou Morell from the Park Office.

ABSENT: Commissioner Waltiere and Groundsman Tetro.

GUESTS: Sharon Tripp, Robin Chesky and Christine Dahl representing the Dog Owner's Park Group.

ESTABLISHMENT OF QUORUM:

A quorum was established as four commission members were present.

PUBLIC PARTICIPATION:

None

APPROVAL OF MINUTES:

MOTION: To APPROVE minutes of the Special Meeting dated
June 8, 2009 noting that Commissioner Simpkins was absent
from that meeting.

Raber moved/Szymanski seconded/VOTE: In Favor: Unanimous

OLD BUSINESS:

a. BMX Skate Park

This group's most recent fundraiser was held at Sam Bucca's on August 23, 2009. The group is seeking new members and new committee members. The land on Reservoir Road has been staked and cleared. Commissioner Szymanski questioned who cleared the land. It was suggested to call the First Selectman's Office. Park Director Green stated that this committee was formed through the Selectman's Office and the Parks and Recreation Department does not oversee this project.

OLD BUSINESS (continued):

b. Dog Owners Park

The next meeting of the group will be held Monday, August 31, 2009 at 7:00 p.m. in the Community Room at Park Hill.

The Committee reported there is much volunteer involvement with the collection jars located around town and with the various fundraising activities and events.

The group would like to hold a Barktober Fest at East Windsor Park on Saturday, September 26, 2009 with a rain date of Saturday, October 5, 2009. The Commission approved the request.

The Committee would like to purchase the fencing and posts for the dog park now at current pricing to be stored until it can be installed. The questioned whether they would have an opportunity to clear the land. Director Green with consult with the Department of Public Work as to their fall schedule. Before the land can be cleared a site plan needs to be drawn and the land surveyed and staked.

MOTION: To grant PERMISSION to commence with the process to clear the land for the Dog Park and once \$16,000 has been raised fencing and posts may be purchased.

Raber moved/Simpkins seconded/VOTE: In Favor: Unanimous

c. Boundless Playground

Director Green showed the Commissioners the conceptual design for Phase I and Phase II of this project. The equipment for Phase I will be delivered next week and Mark Coulter of the Department of Public Works will coordinate the site excavation at the Town Hall Annex location.

NEW BUSINESS:

a. Financial Accounts Review

The July 2009 Budget by Department was distributed and discussed.

NEW BUSINESS (continued):

b. Bill Payment Processing

Director Green informed the Commission that the Treasurer's Office would like to have our Department's bill submitted twice a month for smoother processing and more timely payment of our bills. The Commissioners discussed giving the Park Director authority to sign for bills at a certain dollar threshold.

MOTION: To EXTEND AUTHORITY to the Park Director for signing of bills up to \$1,000. On a monthly basis the office will be responsible for providing a detailed listing of all processed and endorsed invoices with all supporting documentation attached. All bills over \$1,000 will continue to require Commission review and endorsement.

Raber moved/Simpkins seconded/VOTE: In Favor: Unanimous

c. Park Director's Report

Director Green reported that Summer Camp gross fees are as follows:

Tiny Tots Camp	\$ 4,000
Summer Fun Camp	\$21,000
Counselor-in-Training	\$ 1,500

The camp director was awesome who required less direction and input from the Park Director during the summer. The Director will return to town next week for her evaluation and camp critique. One suggestion was mentioned for next year's camp – purchase a misting machine for the hot/humid days.

East Windsor Park waterfront will close for the season, along with the gate house and snack bar on Sunday, September 6, 2009. East Windsor Park will be open for picnicking on Monday, September 7, 2009. Director Green will arrange for opening and closing of the Park on Monday the 7th.

A discussion followed regarding the closing of the Park mid-week after Labor Day. Director Green stated it would be necessary to have personnel open and closed the park each day, there would be more maintenance and garbage generated. The grounds supervisor no longer reports to the Parks and Recreation Director and therefore has no control of his scheduling and work hours. Director Green will investigate whether she can secure personnel for opening and closing for mid-week.

NEW BUSINESS/c) Park Director's Report (continued):

The summer staff has returned to school. It was a good summer and it went by really fast. The general public's feedback was positive. There were few complaints this year. Director Green will send a Thank You card to Nancy Mulnrite for her assistance and use of the freezer at the Middle School for the snack bar supplies.

Director Green stated she would like to look into purchasing a sno-cone machine for next year and replacing the popcorn machine and getting a two bay fry-a-lator which will extend the life of the frying oil by having a separate bay for the frying of the chicken nuggets.

Director Green reported that the fall program flyer will be going out next week through the school system. It will include dance, gymnastics, bowling and other programming.

Director Green informed the Commission that fall soccer starts this week. Donna Lemay is still involved with the organization. Some numbers are down in the older age groups but they are still taking registrations.

Leagues/Abbe Road Soccer Complex/Broad Brook Pond Park/Pierce Memorial Park (Windsorville)/Prospect Hill Park (Warehouse Point)//Warehouse Point (Osborn Field) Park:

No discussion this evening.

d. Groundsman Report:

Groundsman Tetro was not present at the meeting. The Commission felt this Agenda item should be removed in the future and a seasonal report requested to keep the Commission up-to-date. This will be presented by the Park Director.

Leagues/Abbe Road Soccer Complex/Broad Brook Pond Park/East Windsor (Reservoir) Park/Pierce Memorial Park (Windsorville)/Prospect Hill Park (Warehouse Point)/Warehouse Point (Osborn Field) Park:

No discussion this evening.

CORRESPONDENCE:

None

MISCELLANEOUS:

None

APPROVAL OF BILLS:

The bills were reviewed and signed by Chairman Hayes and Commissioner Simpkins.

ADJOURNMENT:

MOTION: To ADJOURN this meeting at 8:27 p.m.

**Raber moved/Szymanski seconded/VOTE: In Favor:
Unanimous**

Respectfully submitted, _____
Mary Lou Morell
Recording Secretary